



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; font-size: 1.2em;">FOREST RANGER</div>		
2. ITEM NUMBER			3. SALARY GRADE <div style="text-align: center; font-size: 1.5em; color: blue;">SB-4</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
STATE UNIVERSITY & COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF FOREST SCIENCE			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
HEAD, DEPARTMENT OF FOREST SCIENCE			DEAN, COLLEGE OF FORESTRY AND ENVIRONMENTAL SCIENCE		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK BOOTS, HARD HAT, GOGGLES, RADIO, BOLO, etc.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admin Offices	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
To provide instruction and undertake research and extension activities in Forestry and Forest Development Projects					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Forest protection and monitoring, as well as assisting field works in relation to instruction, research, and extension			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None Required	None Required	None required (MC 10 s. 2013 - Cat. III)**
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1
4. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			1
5. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
21f. Functional Competencies			Competency Level
1. 1. Attention to Details - Reports accurate information and spot errors in documents/jobs and other forms of written communication/outputs in a timely manner.			1
2. Achievement Orientation - Uses internal and external resources effectively to achieve individual, team, and organisational goals.			1
3. Problem Solving Skills - Resolve deviations and exercises good judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Conduct tree inventory		1
25%	2. 1. Conduct routinary foot patrol to control and apprehend forest violators inside VSU reservation.		1
25%	3. Prepare and deliver letter to forest violators & make written report in relation to forest protection		1
15%	4. 3. Inspect requested trees for cutting and utilization		1
10%	5. Assist field work related to instruction, research, and extension		1
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  REYNALDO N. GLORIA Employee's Name, Date and Signature </div> <div style="text-align: center;">  ANATOLIO N. POLINAR Supervisor's Name, Date and Signature </div> </div>			